

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**JUSTICE DATA NETWORK SPECIALIST**

**I. INTRODUCTION**

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to the professional position located in the Department of Justice, Legal Services Division, which is responsible for the Transaction Information for Management of Enforcement (TIME) System. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

**II. DEFINITION**

This position is responsible for managing and coordinating the TIME System, a major law enforcement telecommunications network in Wisconsin. Job duties include: analyzing all law enforcement requests for network services; assigning, maintaining, and monitoring system security control; analyzing, evaluating, and approving network installations, reconfigurations, moves, and maintenance with users; monitoring and coordinating the implementation of System program changes; assigning and coordinating the implementation of FBI National Crime Information Center (NCIC) and state agency device identifiers; participating in the disaster recovery programs; providing TIME System administrative services for publications, policy and procedure development, purchasing, budget, and special reports; developing and monitoring the System budget; and functioning as the System network liaison.

**III. QUALIFICATIONS**

The qualifications required for this position will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

**IV. ADMINISTRATIVE INFORMATION**

This classification was created effective April 13, 1997 and announced in Bulletin CC/SC-65 as a result of the Professional Program Support Survey.